

16 KAR 3:030. Professional certificate for directors and assistant directors of pupil personnel.

RELATES TO: KRS 156.101, 159.080, 161.020, 161.028, 161.030

STATUTORY AUTHORITY: KRS 161.028

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.020, 161.028, and 161.030 require that teachers and other professional school personnel hold certificates of legal qualifications for their respective positions to be issued upon completion of programs of preparation prescribed by the Education Professional Standards Board. KRS 161.028(1)(b) requires that a teacher education institution be approved for offering the preparation programs corresponding to particular certificates on the basis of standards and procedures established by the Education Professional Standards Board. This administrative regulation establishes the preparation and certification program for director of pupil personnel services and establishes the requirements for a probationary certificate if a person holding certificate for director of pupil personnel services is not available.

Section 1. Definitions. (1) "Level I" means the standards-based program of studies designed for minimal preparation to serve in the position of director and assistant director of pupil personnel.

(2) "Level II" means the standards-based program of studies to attain the first five (5) year renewal of the certificate for the position of director or assistant director pupil personnel.

(3) "Qualified applicant" means an applicant who holds the appropriate certification as a director of pupil personnel services unless the superintendent of the employing school district has documented evidence that the applicant is unsuitable for appointment.

Section 2. (1) The professional certificate for director of pupil personnel services shall be issued in accordance with KRS Chapter 161 and KAR Title 16 to an applicant who has completed the approved program of preparation which corresponds to the certificate at a teacher education institution approved under the standards and procedures established in 16 KAR 5:010.

(2) As prerequisites for the Level I program of preparation for the initial professional certificate for director of pupil personnel services, the candidate shall:

(a) Have been admitted to a preparation program approved by the Education Professional Standards Board pursuant to 16 KAR 5:010;

(b) Have completed three (3) years of full-time teaching experience;

(c) Have completed the master's degree; and

(d) Qualify for a Kentucky teaching certificate.

(3) Application for the professional certificate for director of pupil personnel services shall be made on Form CA-1, incorporated by reference in 16 KAR 2:010.

(4) The initial professional certificate for director of pupil personnel services shall be:

(a) Issued for a duration period of five (5) years upon the successful completion of a Level I program approved by the Education Professional Standards Board pursuant to 16 KAR 5:010; and

(b) Renewed subsequently for five (5) year periods.

1. The first renewal shall require the completion of a Level II program approved by the Education Professional Standards Board pursuant to 16 KAR 5:010.

2. Each five (5) year renewal thereafter shall require the completion of:

a. Two (2) years of experience as a director of pupil personnel services;

b. Three (3) semester hours of additional graduate credit or the equivalent related to the position of director of pupil personnel services; or

c. Forty-two (42) hours of approved training selected from programs approved for the Kentucky Effective Instructional Leadership Program provided in KRS 156.101.

(5)(a) If a lapse in certification occurs for lack of completion of the Level II preparation, the certification may be reissued for a five (5) year period upon successful completion of the Level II preparation.

(b) If a lapse in certification occurs for the lack of the renewal requirements, the certificate may be reissued after the completion of an additional six (6) semester hours of graduate study or the equivalent appropriate to the program.

Section 3. Graduate level credit earned in the Level I and Level II preparation program established in Section 2 of this administrative regulation shall be eligible for consideration of Rank I classification pursuant to 16 KAR 8:010, "Plan I" or "Plan II".

Section 4. (1) If a qualified applicant for director of pupil personnel services is not available as attested by the local school superintendent, the superintendent, on behalf of the local board of education, may request a one (1) year probationary certificate for a director of pupil personnel services who has:

(a) A valid Kentucky classroom teaching certificate;

(b) A master's degree;

(c) Three (3) years of successful teaching experience; and

(d) Been admitted to the preparation program for the professional certificate for director of Pupil Personnel services.

(2) Application for the one (1) year probationary certificate for a director of pupil personnel services shall be made on Form CA-40.

(3) Each annual renewal of the probationary certificate for director of pupil personnel services shall require completion of an additional nine (9) semester hours selected from the approved program.

Section 5. A preparation program for the certificate for director of pupil personnel services shall be consistent with the six (6) standards included in the Educational Leadership Policy Standards: ISLLC and the six (6) standards included in Technology Standards for School Administrators, both incorporated by reference in 16 KAR 3:050.

Section 6. Incorporation by Reference. (1) "Form CA-40", 08/15, is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Education Professional Standards Board, 100 Airport Road, Third Floor, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. (16 Ky.R. 679; eff. 12-6-1989; Am. 22 Ky.R. 1896; 2301; eff. 6-6-1996; 27 Ky.R. 860; 1474; eff. 12-21-2000; Recodified from 704 KAR 20:540, 7-2-2002; 30 Ky.R. 1323; 1758; eff. 1-23-2004; 42 Ky.R. 807; 1451; eff. 12-4-2015.)